



MEMORANDUM FOR: ITA OHRM Staff

Subject: e-Standard Operating Procedures (SOP)

The Standard Operating Procedures (SOPs) previously established remain in effect until superseded. The SOPs supplement ITA Administrative Instructions, Policy Memorandums, and [Department Administrative Orders](#) (DAOs).

All issuances of SOPs will follow a numbering system to coincide with the [Code of Federal Regulations](#) (CFR).

SOPs reside on line and may be accessed by visiting www.ita.doc.gov/hrm/sop. This electronic on line forum provides all OHRM staff the latest and most up to date guidance on SOPs and the most convenient and time efficient manner in retrieving the information. Revisions to existing SOPs and implementation of new SOPs will be communicated via an email from the ITA HR Officer.

HR staff is responsible for ensuring that they become familiar and knowledgeable of all SOPs relevant to their duties.

Doris W. Brown
Human Resources Officer